



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM- 2022- 04- 218
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: APR 21 2022
 BY: [Signature]

DIVISION MEMORANDUM

No. 218, s. 2022

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 School Heads (Elementary and Secondary)
 All Others Concerned

FROM: **VICTORIA V. GAZO, PhD, CESO V**
 Schools Division Superintendent

DATE: April 11, 2022

RE: SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 11, s. 2017, this Office hereby directs all employees to submit updated Personal Data Sheet (PDS) (*CSC Form No. 212, s.2017*) in two (2) hard copies – one for the Personnel Unit and one for the school file or functional division’s copy. Further, kindly attach a summary list per School or per functional Division (see attached Annex A). Submission shall be on or before APR 29 2022 to the Personnel Unit.

2. School Heads are advice to constitute a PDS Review Committee whose main task is to review the entries of the PDS before the submission. Thus, School Heads shall issue a certificate to be submitted together with the PDS and the summary list. (See attached Annex B)

3. Attached herewith is the Annex C for the guidelines on how to fill-out the Personal Data Sheet properly.

4. Anent thereto, all personnel are hereby informed of the authorized signatories of the Personnel Data Sheet (PDS):

PERSONNEL	PERSON TO ADMINISTER OATH
Division Office Personnel, Elementary and Secondary School Heads	Manuel D. Dinlayan, II, Admin. Officer V or Wincerbogne L. Pesisano, Attorney III
Teaching and school-based non-teaching Personnel	Elementary and Secondary School Heads in their respective schools

5. Queries relative to this can be channeled to **Guia Ma. G. Villahermosa** at 0917-706-7745 or **Jocardo B. Desalan** at /0960-625-3847.

Encl.:

As stated,

Copy furnished:

- Records Unit
- AO V File
- Personnel Unit

TO BE POSTED IN THE WEBSITE



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Annex B

CERTIFICATION

This is to certify that the Personal Data Sheet (PDS) submitted/included in the summary list of filers were reviewed and found compliant with the Civil Service Commission (CSC) guidelines.

Issued this ____ day of _____, 2022.

Member

Member

School Head



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Annex C

GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS)

Please fill out each of the fields in the PDS when applicable.

Note:

- The PDS may be accomplished using the MS Word format or MS Excel format.
- In the MS Excel format, all the tick boxes will automatically be marked once clicked.
- The PDS must bear the signature of the employee and date of accomplishment at the bottom of every page.
 - Entries in the PDS may be filled out through handwriting or via typewriter/computer. If handwritten, entries should be in block capital (e.g. PRINT) format using a pen.
- All information should be provided accurately.
- Do not leave blank entries. Put N/A if not applicable.
- For purposes of application to a vacant position, the additional sheet for work experience should be accomplished.

I. Personal Information

- Employee's name is to be filled out in the following format: surname, first name, name extension (if any), middle name.
 - Dates are in numeric format: mm/dd/yyyy
- Specifics should be given to "Others" response in the civil status field.
- Agency employee number refers to employee ID number in the current agency.
- For holders of foreign/dual citizenship, please select from the dropdown list the foreign country where you were born/naturalized or type/write the same in the space provided therein.

II. Family Background

- Names of spouse and parents are to be filled out the following format: surname, first name, name extension (if any), middle name.
- Mother's name is her maiden name, or name when she was single or before marriage.
- List full names (first name and surname) of ALL your children.
- Date of birth is in numeric format: mm/dd/yyyy

III. Educational Background

- Indicate FULL name of schools. DO NOT ABBREVIATE.
- For Elementary Level, indicate ELEMENTARY if graduated
- For Secondary Level, indicate HIGH SCHOOL if graduated under the old curriculum; or JUNIOR HIGH SCHOOL or SENIOR HIGH SCHOOL if graduated under the K-12 curriculum.
- Indicate in FULL all courses taken in college (e.g. ASSOCIATE IN ARTS, AB ECONOMICS, BS PSYCHOLOGY, MA IN HISTORY).
- Indicate all masters or doctorate degrees taken.
- If graduated for every level, indicate year of graduation.
- If not graduated in any level, indicate the highest grade, level or units earned.
- Period of attendance are stated in school years (e.g. 1992-1996)



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- Indicate any scholarship and/or academic honors received in each level.

IV. Civil Service Eligibility

- Indicate all civil service eligibilities earned with corresponding rating, date and place of examination/conferment.

Example:

Career Service Sub-Professional	EO132/790 – Veteran Preference Rating
Career Service Professional	PD 907 – Honor Graduate
Career Service Executive	RA 7883 – Barangay Health Worker
Stenographer	Barangay Official
PD 997 – Scientific and Technological Specialist	

- If earned eligibility entails a license (RA 1080), indicate the license number and its date of validity.

V. Work Experience

- Indicate all positions held both in the public and private employment starting from current work.
- Inclusive dates are indicated in numeric format: mm/dd/yyyy.
- Indicate FULL position titles and COMPLETE NAME of department/agency/office/company. DO NOT ABBREVIATE.
- Indicate monthly salary in figures (e.g. P21,877).
- Salary grade and salary step, if applicable, should be stated in the format "00-0" (e.g. 24-2, 24 for salary grade, 2 for salary step)
- Indicate status of employment (e.g. permanent, temporary, casual, contractual)
- Indicate "yes" under government service if position held is in the public or government employment or "no" if held in the private employment.
- Additional sheet for work experience should be accomplished and submitted together with the PDS in case of application to a vacant position. This should be accomplished only for work experience relevant to the position being applied to.

VI. Voluntary Work or Involvement in Civic/Non-Government/People/ Voluntary Organizations

- Indicate the FULL name and address of the organization where involved as voluntary worker.
- Inclusive dates, start (from) and end (to) should be in numeric format: mm/dd/yyyy.
- Indicate the number of hours of voluntary work rendered.
- Indicate the position/nature of voluntary work rendered.

VII. Learning and Development Interventions

- Indicate FULL titles of learning and development (L&D) interventions attended during employment. Indicate list from the most recent L&D.
- Inclusive dates of attendance, start (from) and end (to) should be in numeric format: mm/dd/yyyy.
- Indicate the number of hours attended for program.
- Indicate the type of L&D intervention (i.e. managerial, supervisory, Technical or Foundation). For managerial and supervisory L&D interventions, reference should be made to CSC MC No. 13, s. 2011 while technical L&D interventions are defined in item b, Section 7 of the Omnibus Rules Implementing Book V of Executive Order No. 292. Other L&D interventions such as the Induction Program of Values Development Program fall under the Foundation type.



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- Indicate the FULL name of institution/agency that conducted or sponsored the program. DO NOT ABBREVIATE. (e.g. CSC should be Civil Service Commission).

VIII. Other Information

- Indicate special skills /hobbies.
- Indicate in FULL non-academic distinctions/recognition (awards received)
- Indicate membership in any professional association/organization by writing in FULL said association/organization.

34-40

- Indicate response to questions 34 to 40 on the right side of the sheet.
- Provide details or specifications for any yes response.

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- Indicate the FULL name of references with the format FIRST NAME, MI, SURNAME, their addresses and respective telephone numbers.

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- As agreement to and for completion of the PDS, the employee's signature and right thumb mark should be affixed in the boxes provided. Indicate also the government ID number and date of issuance in the boxes provided. Lastly, attach a RECENT PASSPORT SIZE (4.5 cm. x 3.5 cm.) picture. Picture must be taken within the last six (6) months. Computer generated or photocopied picture is not acceptable.
- The PDS should be subscribed and sworn to before the highest-ranking Human Resource Management Officer (HRMO) of the agency, any authorized official/officer in the agency, any officer authorized to administer oath or a notary public. Heads of agencies may delegate such authority through an Office Order.